

# Beginners guide to word processing

## Practical workbook

### Aims and Learning Objectives

By the end of this course you will be able to:

- start WordPad;
- write a simple letter;
- save and print your letter.

# Document information

## Related documentation

Other related documents are available from the web at:

[www.bristol.ac.uk/is/learning/documentation/docs-by-category.html#wp](http://www.bristol.ac.uk/is/learning/documentation/docs-by-category.html#wp)

For help getting started with a mouse and keyboard see:

[www.bristol.ac.uk/is/learning/documentation/docs-by-category.html#win](http://www.bristol.ac.uk/is/learning/documentation/docs-by-category.html#win)

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Getting started with Word Processing (October 05)

[www.bristol.ac.uk/is/learning/documentation/wp-t1/wp-t1.doc](http://www.bristol.ac.uk/is/learning/documentation/wp-t1/wp-t1.doc)

If you have any comments or queries about this document mail [iser-docs@bristol.ac.uk](mailto:iser-docs@bristol.ac.uk).

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## **Introduction**

WordPad is a word processing package that is included with any Windows operating system. It has basic standard and formatting commands similar to the Microsoft Office Word packages, and is therefore a good introduction to word processing.

## **Prerequisites**

You should be familiar with the basics of using Windows and a mouse before attempting to use any word processing package - Know your keyboard (document number - keyboard-r1) and Know your mouse (document number - mouse-t2).

# Task 1 Introduction to the WordPad screen

**Objectives** To introduce the WordPad screen

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## To start WordPad

- 1.1 Click on the **Start** button at the bottom left of the screen. The **Start** menu appears.

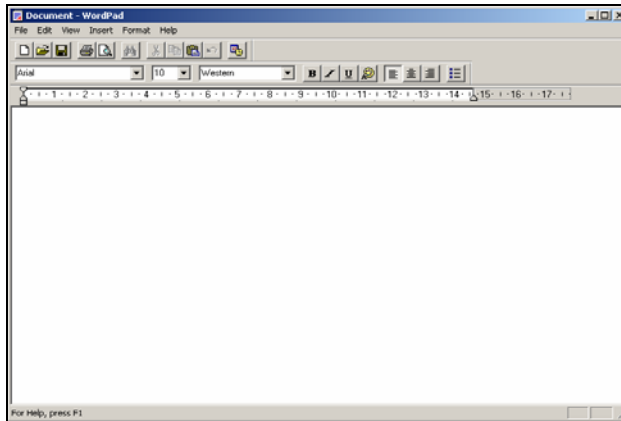


Figure 1 - opening screen

- 1.2 From the **Start** menu, move up to **All Programs**. The **All Programs** menu appears.
- 1.3 Move across **All Programs** carefully, keeping your mouse on the word **All Programs** until you get to the sub menu. Point at **Accessories**. A further menu appears.
- 1.4 Move across in the same way until you get to the sub menu, then move down and click on **WordPad**.

## WordPad's screen

When WordPad has started you should see a window with a blank part where the text you type appears (called the workspace).

At the top of the screen is WordPad's **Title bar** where the title of your document appears.

The line below the **Title bar** (which starts with **File**) is the **Menu bar**.

Clicking an option on the **Menu bar** opens a menu of commands.

Below the **Menu bar** are the **Toolbars**. The **Toolbars** have buttons that you can click to carry out many common commands (as an alternative to opening a menu). The purpose of each button is shown by the button's icon (small picture). To get more information about the purpose of a button, point at the button and leave the mouse pointer stationary for a second or so. The button's name should be displayed (this is called **ScreenTips**).

- 1.5 Move your mouse across the buttons to see what they do.

## Task 2 Write a letter

**Objectives** Write a letter.

**Comments** You will learn to enter text, align paragraphs and to use bold, italic and underlining. At the end of this document is an example of what your letter should look like when finished.

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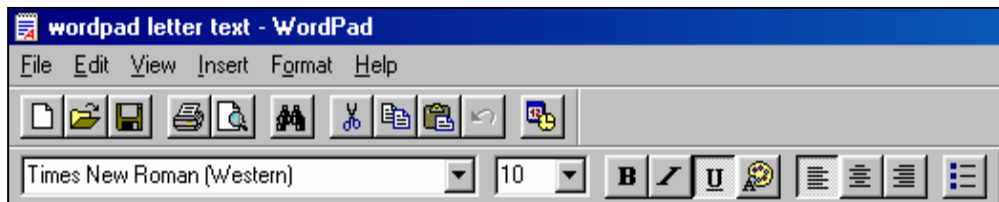




Figure 2 - menu options and buttons


### Create a new document

- 2.1 Click on the **New** button  and choose the **Word Document** option. This ensures that your setting will be compatible with MS Word if, later, you open your document using Word.

### Type the address and date


- 2.2 The first thing you are going to type is your address. This is to be right-aligned; that is the text of the address is to be aligned on the right margin. To do this click on the **Align Right** button on the toolbar . Once you've clicked on the **Align Right** button, you should find that the little flashing vertical line (the insertion point) jumps across to the right of the screen.
- 2.3 Type the first line of your address. If you make any mistakes use the **<Backspace>** key (the grey key above the **Enter** key) to correct the errors and re-type the text. At the end of the first line, press **<Enter>**.
- 2.4 Type the second line of your address and press **<Enter>**. Continue until you have typed the whole of your address.
- 2.5 Insert a blank line in the text by pressing the **<Enter>** key again.
- 2.6 Next, insert the date in your letter. The easiest way to do this is to click on **Insert** in the **Menu bar**. Then click on **Date and Time** and choose a format for the date. Click on the **OK** button. Today's date is inserted automatically into your letter. To leave some space between the date and your letter press **<Enter>** three times more.



### Type the body of the text

- 2.7 The next line you type is the **Dear.....**line. This needs to be aligned on the left margin so click on the **Align Left** button on the Toolbar . The cursor should now jump to the left. Type the line starting **Dear Agatha** or whatever, then press **<Enter>** twice more.
- 2.8 Now type the text of your letter. You don't need to press the **Enter** key at the end of each line. WordPad automatically wraps the text onto a new line. But you do need to

press <Enter> twice at the end of every paragraph to give a clear line between each paragraph.

## Format the text

- 2.9 If you wish, you can have text appearing in *italic* or **bold**. To put text into italic, in the **Formatting Toolbar** click on the **Italic** button . Then type the text you want to appear italicised. As you switch italic on, notice that the colour of the **Italic** button on the toolbar changes slightly (as if it had been pressed in) to show that you have selected italics. To stop typing in italics and return to ordinary text click on the **Italic** button again.

Use the **Bold** button  to give bold text and the **Underline** button  to give underlined text. Switch off bold or underline by clicking on the button again.

Remember you can use the **Backspace** key to make corrections to your text if necessary.

- 2.10 Before you type *Yours sincerely* or *Yours faithfully* at the end of the letter:

Press <Enter> twice (to insert some blank space).

Click on the button to centre the text between the margins.

- 2.11 Type **Yours** etc, and press <Enter> five times. Then type your name.

**Note** In this exercise you have set the alignment and the bold/italics etc before you typed. You can also set them after you have typed using a slightly different method which involves selecting (highlighting) the text you want to change.

## Selecting text using the mouse

- 2.12 Double-click the left mouse button on a word to select it – it will be highlighted in blue. You can then click on the bold, italic or underline buttons.

- 2.13 Move your pointer over to the left margin until it becomes a white arrow and click once to select a whole line.

- 2.14 Move your pointer over to the left margin until it becomes a white arrow and double click once to select a whole paragraph.

- 2.15 If you change your mind do the same thing and press the relevant button again.

## Task 3 Save your letter

**Objectives** Save a document onto floppy disk or hard disk.

**Comments** Saving onto your hard disk (drive C:) is the usual method. You would save onto a floppy (drive A:) in order to make a backup copy or to take your document to another computer.

Everything you have typed is currently stored in the computer's memory. If someone were to switch the computer off now, everything you have typed would be lost. It is therefore important to save the text as a file on a disk.

- 3.1 Click on the **Save** button on the toolbar (it has a picture of a disk on it).

### Choose a filename

You are prompted for the name of your file. Type **my first letter** or something suitable in the box alongside **File name**. If the filename box is highlighted in blue you can just type without deleting. If it is not highlighted, you will need to delete anything that is there first by using the backspace key. Windows 2000 allows file names to be long (up to 255 characters) and to contain spaces.

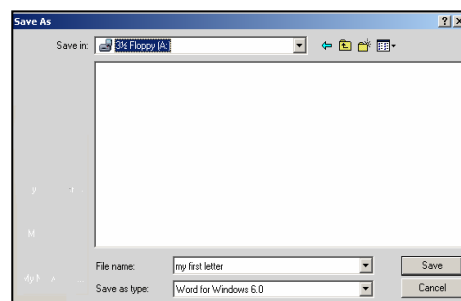


Figure 3 - save as

### Decide where to save the document

#### To save onto a floppy disk

- 3.2 Insert the disk in drive A.
- 3.3 Click on the down-arrow to the right of the **Save in** box and from the list that appears select **Floppy(A:)**.
- 3.4 When ready to save, click on **Save**.

#### To save onto the hard disk

- 3.5 Check that the **Save in** box shows the name of the **folder** you want to save into. If necessary, change to a different folder, by double-clicking the names of folders until the one you want to save into is highlighted. The **Up one level** button (to the right of the **Save in** box) takes you up through the folder hierarchy. You may also need to change the drive to save to, by clicking the down-arrow to the right of the **Save in** box.
- 3.6 This saves the text as a file on the disk. The file is automatically given a file extension (a dot followed by 3 letters). Depending on how WordPad has been set up, the extension could be **.txt**, **.rtf** or **.doc**. So it is named, for example, **my first letter.txt** (**my first letter.rtf** or **my first letter.doc**).

## Task 4 Print your letter

**Objectives** To preview your letter and then print it.

**Comments** You need a print card to be able to print on any of the laser printers in the public computer rooms.

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### Using Print Preview

- 4.1 If you want to see how your letter will look when printed without actually printing it, click on the **Print Preview** button (the button with a magnifying glass on it, next to the **Print** button).

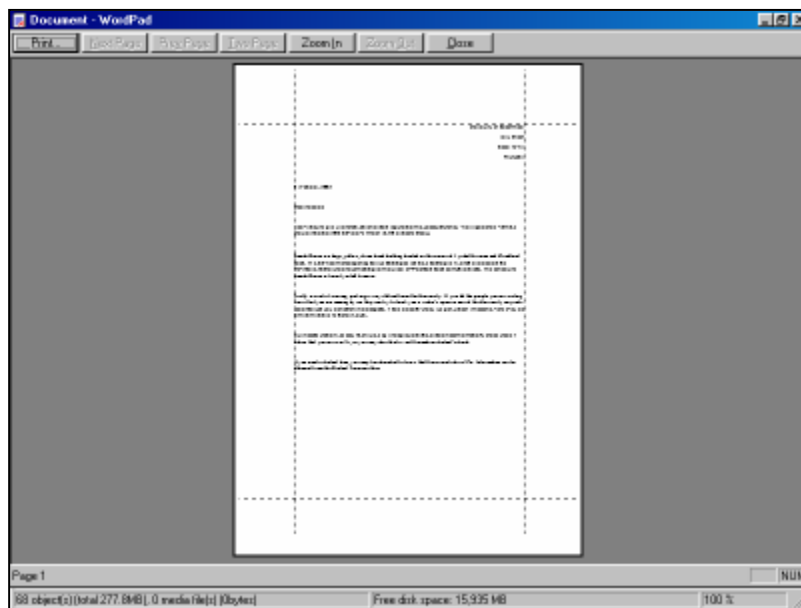


Figure 4 - print preview

To return to the letter from **Print Preview**, press the key marked **<Esc>** or click on **Close**.

### Print your document

- 4.2 If you are using a computer with a printer attached to it, you can print your letter by clicking on the **Print** button (the button with a picture of a printer on it). This will print the whole of your letter, even if it is more than one page.
- 4.3 If you have created a two-page letter you can print one or both pages.
- 4.4 To print only page 1 or only page 2, click on the **File** menu and then on **Print**.

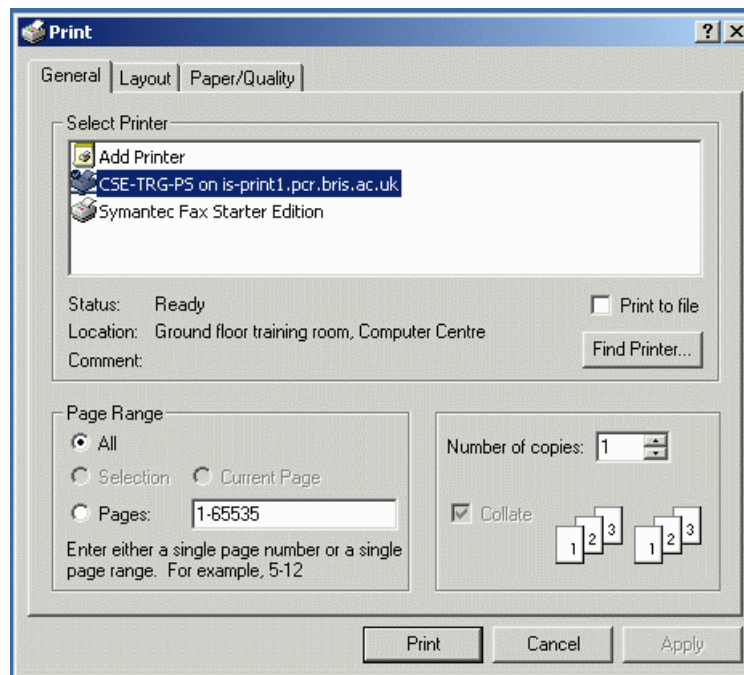


Figure 5 - print options

- 4.5 Under **Print Range**, type **1** (or **2**) in the **Pages** box. When you need to print more pages you can type **2-4**, or **1,3,5,7** for example. If you want to print more than one copy, change the **Number of copies** box by clicking on the tiny top arrow on the right of the box.

## Task 5 Extra Help

**Objectives** To learn to help yourself.

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- 5.1 To get online help, click on **Help** in the **Menu bar** and select **Help Topics**.

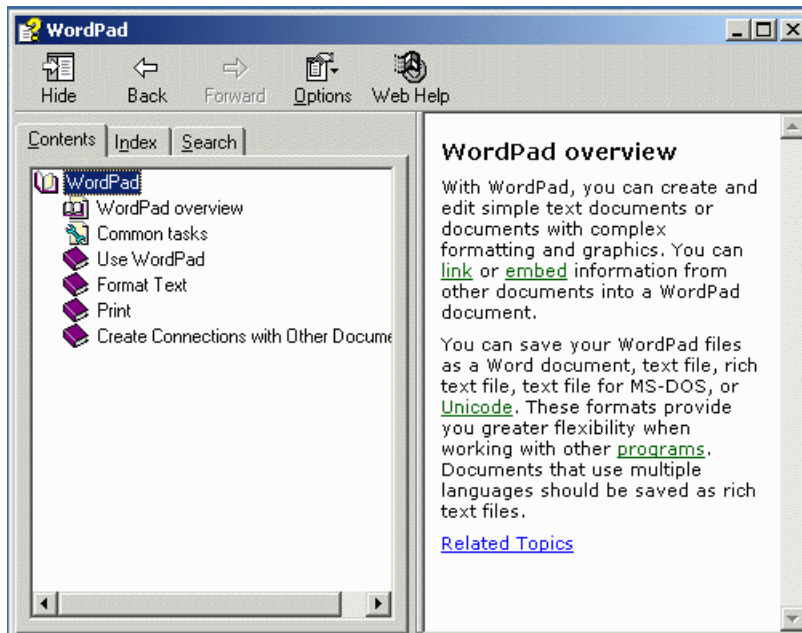


Figure 6 - Help screen

- 5.2 Click on the **Contents** tab.
- 5.3 Click on the topic you want help with to display a sub menu.
- 5.4 Click on the specific item and read the help file.
- 5.5 Click on **Options** and then **Print**, if you want to print the help file for future reference.

## Task 6 Close down WordPad

**Objectives** To close down WordPad.

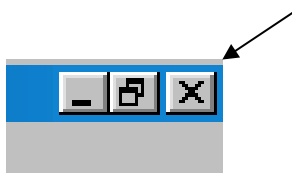
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- 6.1** Click on **File** in the **Menu bar** then on **Exit**. You should now have left WordPad.

If you saved onto floppy disk you can now remove the disk from the disk drive.

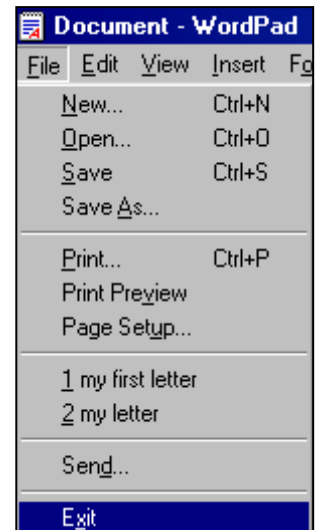
or

Click on the small **x** in the top right hand corner of the



screen.

**Figure 7 - close down**



In either case, if you have made any changes since you last saved your document, you will be prompted to save it. Click on **Yes** if you want your changes saved, on **No** if you don't want to save them, or on **Cancel** if you have changed your mind about closing down WordPad.

## Appendix A Example letter

University of Somewhere  
Any Street  
Some Town  
Postcode

01 February 2002

Dear Someone

I am writing to give you details about student registration this coming October. Your registration will take place on October 20th between 9. 30 and 12. 00 in Senate House.

Senate House is a large, yellow, stone faced building located on the corner of Tyndall Avenue and Woodland Road. It is between the Computing Service Building (a red brick building on Tyndall Avenue) and the Hawthorns Hall (a stone faced building on the corner of Woodland Road and Elton Road). The entrance to Senate House is from Tyndall Avenue.

Firstly a word of warning: parking is very difficult near the University. If you let the people you are visiting know that you are coming by car they can try to book you a visitor's space in one of the University car parks (unauthorised cars are liable to be clamped). There are multi-storey car parks about 10 minutes walk away and **downhill** relative to the University

As a female student you may like to pick up a free personal attack alarm from the Student's Union stand. I notice that you are over 21, so you may also like to visit the mature student's stand.

If you need a student loan, you may be interested to know that the current rate is 8%. Information can be obtained from the Student Finance office.

Yours sincerely.

Your name